

## F 331.1Y, CERTIFICATIONS

### Part A - Certification of Discussion and Issuance of Performance Appraisal Plan and Recertification

I have received a copy of my performance appraisal plan for this rating cycle and have been given an opportunity to discuss it with the Rating Official.

Typed or Printed Name of Employee	Signature of Employee	Date	Initials for Recertification	Date of Recertification
Typed or Printed Name of Rating Official	Signature of Rating Official	Date	Initials for Recertification	Date of Recertification
Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date	Initials for Recertification	Date of Recertification

### Part B - Certification of Progress Review

Performance and progress to date have been discussed with the undersigned employee.

Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date

### Part C - Certification of Receipt of Performance Rating

I have received my performance rating for this rating cycle and have been given an opportunity to discuss it with the Rating Official.

Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date
Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date

### Part D - Certification of Ratings Generated Through Matrix Management Reviews

I agree to provide the performance rating(s) for the following elements \_\_\_\_\_

Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date
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I have provided the performance rating(s) for the following elements \_\_\_\_\_

Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date
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### Part E - Certification of Delayed Rating

The employee's performance under Element(s) \_\_\_\_\_ demonstrates inconsistent deficiencies which preclude a rating of "Meets Expectations" or "Unacceptable." Therefore, the employee's rating under this plan will be delayed, and a performance improvement plan (PIP) will be established. The employee's performance will be assessed upon completion of the opportunity period established in the PIP.

Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date